

Instructions for Using the Agency-wide COTR Training BPA (NNX07AA05Z)

Start

Center has a need for
COTR Certification
and/or
COTR Refresher training

NSSC Contracting Officer: Angela Deren
Phone: 228-813-6384
Fax: 228-813-6315
e-mail: Angela.Deren-1@nasa.gov

Can the total
purchase be
put on your
credit card?

NO

Requiring Organization generates PR
in SAP and sends to Center
Procurement Office. Include dates,
price per course, & travel per course
on the PR

YES

Create Credit Card
Purchase in the
P-Card System

Center Procurement Office creates
BPA Order in CMM by attaching it to
the Master BPA NNX07AA05Z

Send e-mail to TRC (copy NSSC) to
request training 30 days prior to
course date. Include price per course
and travel from BPA Price List,
P-Card Log Number, training address,
& POC phone and e-mail

Center Procurement Office sends BPA
Order to TRC 30 days prior to course
and faxes a copy to
NSSC at 228-813-6315

Training
occurs

TRC sends invoice
to Center CO and a
copy to NSSC

Center confirms
invoice. NSSC shall
be notified of any
price corrections

Center
pays
invoice

End